

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



Reply to Attn of: QS40

October 12, 2001

TO: Distribution

FROM: QS40/Rondal C. Mize

SUBJECT: Minutes of the VPP Steering Council Meeting

The VPP Steering Council held its tenth meeting on Friday, October 12, 2001. The meeting, which began at 9:00 a.m., was held in Building 4202, conference room 336A. The roster of attendees for the meeting is attached as Enclosure 1. The agenda for the meeting is attached as Enclosure 2.

OPENING REMARKS (A. ROTH/DE01)

There were no opening comments.

VPP IMPLEMENTATION TEAM STATUS (K. CORNETT/FD24)

The VPP Milestone Schedule was presented to the group and discussed. The schedule has been updated to reflect the latest status for all events. Organizational representatives were reminded that they should discuss this with their supervisors to assure that they are aware of the schedule milestones. A copy of the chart is attached as Enclosure 3.

VPP IMPLEMENTATION TEAM SUB-TEAM STATUS

ASSESSMENT TEAM (D. HOOD/FD03)

PROCESS/PROCEDURES TEAM (D. DAVIS/QS30)

The Supervisory Checklists were discussed. A demonstration was given to the group on how the lists are available on the web. The checklists can be accessed through the MSFC Homepage through the SHE website. Anyone having trouble accessing the checklists should contact Dennis Davis/QS30.

COMMUNICATIONS TEAM (J. MILBURN/QS30)

A status of the Communication Team activities was given to the group. Currently, the team status is in line with the overall VPP Implementation Schedule presented earlier. A copy of the presentation chart is included as Enclosure 4.

TRAINING TEAM (P. SCHULTZ/CD20)

The Training Team reported that 19 courses have been identified for SHE/VPP development. The target date for completing this activity is December 31, 2001. The team status is in line with the overall VPP Implementation Schedule presented earlier. A copy of the presentation chart is included as Enclosure 5.

OPEN ACTION LOG (COUNCIL)

The open actions assigned within the council were reviewed. One action, VPP-0016, was closed. No new actions were added to the open items list. A copy of the closure response is included as Enclosure 6.

OTHER

No other items for record were discussed.

NEXT VPP COUNCIL MEETING

The next meeting of the VPP Steering Council meeting has been scheduled to be held Friday, November 16. The meeting will be held in building 4202, conference room 326A and is scheduled for 9:00 –11:00 a.m. A copy of the agenda and a reminder of the meeting will be sent to the council members prior to that date.

Original Signed By:

Rondal C. Mize
Secretary
VPP Implementation Team

Enclosures

Distribution:
Team Members
Meeting Attendees

cc:
DA01/A. G. Stephenson
DD01/James W. Kennedy
QS01/Amanda Goodson

VPP STEERING COUNCIL MEETING

FRIDAY, October 12, 2001

BLDG. 4202/326A, 9:00 – 11:00 A.M.

MEETING ATTENDANCE:

Center Operations Directorate

<u>X</u> Jim Carter	AD01	544-6630
<u> </u> Cathy Miller	AD21	544-5187
<u> </u> Linda Carptenter	AD40	544-8236

Customer & Employee Relations Directorate

<u>X</u> Susan Cloud	CD01	544-5377
<u>X</u> Pat Schultz	CD20	544-7559
<u> </u> Judy Werner	CD01	544-1776

Director's Office

<u>X</u> Axel Roth	DE01	544-0451
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Engineering Directorate

<u>X</u> Nelson Parker	ED01	544-1001
<u> </u> Sonya Hutchinson	ED42	544-3312

Flight Projects Directorate

<u>X</u> Keith Cornett	FD24	544-4321
<u> </u> Murray Castleman	FD11	544-0168
<u>X</u> Jackie Steadman	FD10	544-1940

Office of Chief Counsel

<u>X</u> Audrey D. Robinson	LS01	544-0026
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Space Shuttle Projects Office

<u>X</u> Jody Singer	MP01	544-0612
<u>X</u> Darlene Garner	MP71	544-0123

Safety and Mission Assurance Office

<u> X </u> Dennis Davis	QS10	544-8628
<u> </u> Jim Ellis	QS01	544-0721
<u> X </u> Judy Milburn	QS30	544-4802
<u> X </u> Ron Mize	QS01	544-2485

Office of Chief Financial Officer

<u> </u> Frank Mayhall	RS01	544-7266
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Procurement Office

<u> </u> Byron Butler	PS01	544-0253
<u> X </u> Jerry Williams	PS10	544-0295
<u> </u> Joseph D . Hobson	PS01	544-0375

Science Directorate

<u> </u> Tom Fleming	SD01	544-3962
<u> </u> Tom Dollman	SD40	544-6568

Space Transportation Directorate

<u> </u> Alberto Duarte	TD01	544-2944
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Second Generation RLV Program Office

<u> </u> Charlie Chesser	UP01	544-0107
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Systems Management Office

<u> </u> Joe Hamaker	VS10	544-0602
<u> X </u> Mike Vanhook	VS20	544-0598

MESA

<u> </u> Wes Darbro	SD22	544-742
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AFGE

<u> </u> Alice Sams	PS50	544-0374
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Contractors

<u> </u>	Dave Burks	Cortez III	544-1985
<u> </u>	Teresa Durette	HEI	544-4416
<u> </u>	Donnie George	USA-ES&H	971-3102
<u> </u>	Rhonda Mann	USA-ES&H	971-3128
<u> X </u>	Phil Robbins	CSC/MSAT	544-6098

**VPP STEERING COUNCIL MEETING
FRIDAY, OCTOBER 12, 2001
BUILDING 4202, CONFERENCE ROOM 326A, 9:00 – 11:00 A.M.**

MEETING AGENDA

1) OPENING REMARKS (A. ROTH/DE01)

**2) VPP IMPLEMENTATION TEAM STATUS
(K. CORNETT/FD24/P. ROBBINS/CSC)**

3) VPP IMPLEMENTATION TEAM SUB-TEAM STATUS

ASSESSMENT TEAM	DAVID HOOD/FD03
TRAINING TEAM	PAT SCHULTZ/CD20
PROCESS/PROCEDURES TEAM	DENNIS DAVIS/QS30
APPLICATIONS TEAM	LINDA CARPENTER/AD40
COMMUNICATIONS TEAM	JUDY MILBURN/QS30

4) OPEN ACTION LOG (COUNCIL)

5) NEXT MEETING:

**DATE: TBA
TIME: TBA
BUILDING: TBA; CONFERENCE ROOM: TBA**

Activity Name	Start Date	Finish Date	2001										2002									
			Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	
Launches .	11/29/01 1/17/02										△		△		△		△					
Central She..	10/1/01 11/5/01								▲	△	△		△	△	△	△	△	△	△	△		
Safety Day	10/17/01								▲													
VPP MILESTONES																						
ID VPP Imp. Team																						
Staff Teams	4/18/01	6/16/01	▲		6/16/01																	
Implementation Plan	5/6/01	6/19/01	▲		6/19/01																	
Clarify SHE Records	4/18/01	5/31/01	▲		5/31/01																	
Self- Assessment																						
Distribute Checklists(Gen/Ofc)	9/24/01								▲													
Distribute Checklists(Specific)	9/24/01	10/16/01							▲	▽												
Perform Self Assessment	9/24/01	11/2/01							▲	▽												
Report results to Steering Council	11/9/01									△												
ID Systemic Issues	10/29/01	11/9/01								△	▽											
Develop Corrective Action Plan	10/29/01	11/9/01								△	▽											
Implement Corrective Action Plan	11/11/01	1/16/02								△												
Mock-Audit(s)																						
Org. Readiness for Mock-audit(s)	1/14/02												△									
Perform Audit	1/15/02	1/29/02											△	▽								
Develop Corrective Action Plan	1/30/02	2/13/02											△	▽								
Perform Corrective Actions(Final)	2/14/02	3/14/02											△	▽								
Org. Readiness for OSHA On-site Review		3/13/02												▽								
SHE Readiness Review		4/1/02												▽								
Submit VPP Application		4/2/02												▽								
OSHA Onsite Review	6/24/02	7/12/02															△	▽				
VPP STAR Certification	9/30/02																				△	

VPP/SHE Communications Team

- Responsible for developing communication activities and products in support of the VPP Implementation project.
 - ✓ VPP Logo
 - ✓ Family Fun Day, August 25 (Game Booth)
 - ✓ Develop VPP questions for Safety Bowl
 - Publicize activity of other VPP teams, as requested
 - Marshall Star Articles (Monthly)
 - Combined SHE Web Page
 - Supervisors Safety Web Page (SSWP)
 - Safety Day, October 17 (VPP Information Booth)
 - Contest & Prizes (Spot-the-Mascot & Golden Star)
- Team Status – In line with VPP Implementation Schedule

Training Team Status Report

October 12, 2001

SHE/VPP Course Development

- ◆ 19 Courses have been identified
- ◆ December 31, 2001 is targeted for completing course development

Course Design

- ◆ Multimedia (on SHE Web Page)
- ◆ Powerpoint Presentation (SSWP)

LAST UPDATE: 10-12-01

**VPP STEERING COUNCIL
OPEN ACTIONS LOG**

VPP-0012	(O)	Review the different, possible scenarios for performing a mentor assessment at MSFC and make a recommendation as to the time and cost required to do the mentor assessment.
07-12-01		(J. Carter/AD01, J. Ellis/QS01, Due: 01-15-02)